



March 8, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Legislative Support Services Contract - Agenda Item 5

Dear Commissioners:

### **Executive Summary**

To date, TAM has not had any dedicated representation or coordination of its goals and concerns through its state legislative delegation. The Authority has thus far been relying on contacts through the County of Marin and legislative contacts through TAM Board members and staff. Staff advises that to achieve maximum benefit, TAM retain the services of a legislative support firm to provide proactive and consistent services on legislative issues that affect TAM at the state level.

As provided for in the TAM Budget for FY 2006-07, staff is planning to issue a Request for Qualifications for such services.

**Recommendation: Provide feedback on RFQ Scope of Work for the hiring of a governmental relations/legislative assistance firm to represent TAM in Sacramento.**

As TAM evolves and establishes itself as a new and independent organization, it needs to ensure that its interests are represented at, and advocated for, before the California Transportation Commission, the State Legislature, and the Governor's Office.

A Request for Qualifications (RFQ) will be issued in late March 2006 soliciting qualified providers of governmental relations or legislative assistance with a contract term of three (3) years, and an option for two (2) one-year extensions. A copy of the RFQ scope is attached.

The selected firm will assist the TAM Board and staff by actively representing and advocating for TAM's interests. The firm will also monitor transportation and other related committees and inform staff of upcoming issues. They will alert staff of hearings or bills that might affect TAM and help represent TAM and assist in preparing/presenting legislative testimony, as needed. The selected firm will also be expected to give advice on legislative strategy, as well as representing TAM when directed to do so.

The schedule for the legislative services RFQ is:

**MILESTONE SCHEDULE**

Issue RFQ for Sacramento Legislative Services	March 27, 2006
Written questions on RFQ due to TAM	April 7, 2006
SOQ submittals due to TAM	April 17, 2006
Notify firms to be interviewed, if required	May 8, 2006
Notify top firm of intent to award	By May 31, 2006

The annual cost of these services are not expected to exceed \$50,000. Adequate revenue is predicted to be available in the FY 2006-07 budget for this work.

**Recommendation: Provide feedback on RFQ Scope of Work for the hiring of a governmental relations/legislative assistance firm to represent TAM in Sacramento.**

Attachments

1. RFQ Scope for Sacramento Legislative Services

### Attachment 1

## **Scope of Services**

The following scope of services provides proposers with an outline of services that are expected to be offered as part of this procurement. The contract period will be for three (3) years, with an option to be extended for up to two (2) additional years

Possible services to be provided under this contract include, but are not limited to:

- 1) Represent and advocate—before the California Transportation Commission, the State Legislature, and the Governor's Office—the positions and policies of the Authority.
- 2) Represent the Authority before the various legislative committees in Sacramento, as directed.
- 3) Proactively monitor transportation and other committees as appropriate and represent the Authority before such committees, as directed.
- 4) Advise the Authority on legislative strategy and serve as an advisor to staff and the Board of Directors.
- 5) Represent the Authority, when directed, before State Departments, Agencies, and regulatory bodies that impact the policies and programs of the Authority.
- 6) Proactively provide information relative to legislative hearings which may have impact on the policies and programs of the Authority.
- 7) Closely monitor and manage legislative issues and/or bills which the Authority has identified as high priority items.
- 8) Provide assistance to the Authority in drafting proposed testimony before the Legislature and present such testimony when requested.
- 9) Coordinate advocacy efforts with the Authority's Board of Directors and staff.
- 10) Respond quickly and effectively to TAM's requests for assistance or information.
- 11) Undertake such other assignments upon which the Authority and consultant mutually agree.
- 12) Prepare written reports as directed and when workload suggests a need for them, summarizing the consultant's activities on behalf of the Authority.
- 13) Comply with all Federal and State laws and regulations relating to the activities of lobbyists. Provide necessary documentation to support the filing of all required Federal and State forms related to legislative assistant or lobbying services.

The annual budget for these services is expected to be **approximately \$50,000**.